

## REPORT IDENTIFICATION

Report Title: **Employee Qualification Report**

Menu Path: **State of Louisiana Reporting >> Personnel Management**

LEO Menu Path: **My Staff >> Reporting >> PA-Quals All EEs or  
PA Quals Expired/Expiring**

**My Employees >> PA-Quals All EEs or  
PA Quals Expired/Expiring**

Trng Admin Portal **Qualifications >> Learner Qualification Maintenance**

Trng Coord Portal **LaGov Learners**

Transaction Code: **ZP174**

## REPORT UTILIZATION

### Primary Use:

This report displays qualifications stored for an employee. Currently, these qualifications represent training courses, both web based and instructor led, that were completed by the employee. The qualification was either imparted by LaGov's Learning Solution, manually created by an agency or converted from prior statewide training databases (e.g., LaGov, ORM).

This report can also be run to determine which employees have not completed required training by using the **EEs without a Qual Record**.

### Other Uses:

This report can be run to verify when an employee last completed **ORM** training courses such as Defensive Driving and Bloodborne Pathogens. These particular qualifications will **not** ONLY show a course **Start date** (when the course was completed) but also an **Expires On** date. See [Using LaGov Reports to View ORM Course Information](#) for detailed instructions to run this report for only ORM quals.

## REPORT SELECTION CRITERIA AND OUTPUT

### Key Date (Choose one):

Today  
Other Date

### Selection Options:

Company Code  
Personnel Area  
Organizational Unit  
Employee Group  
Employee Subgroup

Position  
Time Administrator  
Supervisory Group  
Personnel Number  
Employment Status

Personnel Subarea  
 Personnel Administrator  
 Org Structure Button  
 Job key

Cost Center  
 Qualification  
 Qualification Group

**Report Options:**

EEs with Qual Record  
 EEs without a Qual Record  
 All EEs  
 Expired/Expiring Quals

Check for Comments \*\*

**Report Output: (All EEs and EEs with a Qual Record)***\* Hidden Field in LEO*

Personnel Area Number *	Qualification Text
Personnel Area Text	Start Date *
Personnel Number	Expires On (End Date)
Last name	Proficiency Text (Completed) *
First name	Certifying Personnel Number
Organization Unit Text (from IT0001)	Document Number
Job Title (from IT0001)	Provider
Supervisory Group	Additional Comments
Qualification ID *	

**Hidden Fields: (All EEs and EEs with a Qual Record)**

Time Administrator	Count
Personnel Administrator	Qualification Group ID
Employment Status	Qualification Grp Text
Company Code	Proficiency of Q/R
Organization Unit (from IT0001)	Qualification Short Name
Employee Group (from IT0001)	Changed on
Employee Group Text	User Name
Employee Subgroup (from IT0001)	Supervisor Personnel Number
Employee Subgroup Text	Start Date Position
Personnel Subarea (from IT0001)	Birth Month
Personnel Subarea Text	Supervisor Name
Position	Employee Email
Job Key (from IT0001)	Employee Work Phone
Cost Center (from IT0001)	Work Schedule Rule

**Report Output: (EEs without a Qual Record)**

Personnel Area Number  
 Qualification ID  
 Qualification Text  
 Last Name  
 First name  
 Personnel Number  
 Organization Unit Text (from IT0001)

**Hidden Fields: (EEs without a Qual Record)**

Supervisor Personnel Number  
 Supervisor Name  
 Employee Email  
 Employee Work Phone  
 Work Schedule Rule

**Report Output: (Expired/Expiring Quals)**

Personnel Area Number *	Qualification ID *
Personnel Area Text	Qualification Text
Personnel Number	Expires On (End Date)
Last name	Certifying Personnel Number
First name	Document Number
Organization Unit Text (from IT0001)	Provider
Job Title (from IT0001)	Additional Comments
Supervisory Group	

**Hidden Fields: (Expired/Expiring Quals)**

Time Administrator	Qualification Group ID
Personnel Administrator	Qualification Grp Text
Employment Status	Start date
Company Code	Proficiency of Q/R
Organization Unit (from IT0001)	Proficiency text
Employee Group (from IT0001)	Qualification Short Name
Employee Group Text	Changed on
Employee Subgroup (from IT0001)	User Name
Employee Subgroup Text	Supervisor Personnel Number
Personnel Subarea (from IT0001)	Start Date Position
Personnel Subarea Text	Birth Month
Position	Supervisor Name
Job Key (from IT0001)	Employee Email
Cost Center (from IT0001)	Employee Work Phone
Count	Work Schedule Rule

**SELECTION CRITERIA HINTS**

This report can be run many ways, for example by Personnel Area, for a single employee, by qualification type, by time administrator number, etc. Pay close attention to the Report Options:

**EEs with a Qual Record** – will provide a listing of all employees that meet the selection criteria specified. EEs output **must** have at least one active qualification record or a record of the particular qualification type specified. (Cannot be run for Qualification or Qualification Group ranges.)

**EEs without a Qual Record** – will provide a listing of all employees that meet the selection criteria specified. EEs output **do not** have an active qualification record or a record of the particular

qualification type specified. Can be run for Multiple Single Qualifications. (Cannot be run for Qualification or Qualification Group ranges.)

**All EEs** – this outputs all employees active on the date specified whether or **not** they have any active qualifications. Can be run for Multiple Single Qualifications. When this is run for Multiple Qualifications, the Start Date will define whether an employee has a qualification or not. (Cannot be run for Qualification or Qualification Group ranges.)

**Expired/Expiring Quals** – when this option is selected the system will output all qualifications that will be expired as of the date specified. (Cannot be run for Qualification or Qualification Group ranges.)

**Note:** You may wish to use a future date if trying to figure out, for example, whose Defensive Driving qualification will expire in the next 90 days. If this is the case, select this option and populate the **Other Date** field with a value that is 90 days in the future.

## MY STAFF INFORMATION

### PA-Quals All EEs

#### Reporting Period Selection

Regardless of period selected, retrieves any active qualification for the employee(s) selected. Qualifications can include training courses completed, certifications and licenses the employee holds, etc. if your department has chosen to store that information in LaGov.

### PA-Quals All Expired/Expiring

#### Reporting Period Selection

Regardless of period selected retrieves any qualification for employees selected that have expired and will expire within the next 90 days. This can be useful to determine whether staff may need to take ORM's Defensive Driving or Blood Borne Pathogens course.

**Employee Selection** for detailed information click link [MY STAFF Reports – Employee Selection](#).

## NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

#### Notes:

#### **FEMA courses:**

- IS-100 Introduction to ICS
- IS-200 ICS for Single Resources
- IS-300 Intermediate ICS
- IS-400 Advanced ICS
- IS-700 NIMS
- IS-800 NRP

**Note:** All Pre-Learning Solution (**LSO**) courses completed between October 30, 1995 and January 1, 2007 will have a **Start date** of 12/01/2006. All of these prior course qualifications were transferred from the old training management system into the **SAP Learning Solution (LSO)**.

**Definitions:** **\*\*Check for Comments:** These comments are the Notes saved on the Qualification record itself. These are not the comments from the Additional Qualification Information report.

**References:** [Tips and Standard Reporting Information](#)